



## DOMESTIC VIOLENCE SHELTER PROGRAM SERVICE PLAN FISCAL YEAR 2003-2004

### A. BACKGROUND/EXPERIENCE

Please provide an explanation if the answers to any of these four questions are "Yes." (If "Yes", attach relevant letters or documents as a separate attachment)

1. Has the organization's nonprofit status changed?

\_\_\_\_\_ Yes

X\_\_\_\_\_ No

2. Has the organization failed or refused to complete a contract during the past year?

\_\_\_\_\_ Yes

X\_\_\_\_\_ No

3. Is the organization currently involved in any litigation in connection with a contract?

\_\_\_\_\_ Yes

X\_\_\_\_\_ No

4. Is the organization currently delinquent in paying its State/Federal payroll taxes?

\_\_\_\_\_ Yes

X\_\_\_\_\_ No

Describe (if "Yes"):

### B. SHELTER DESCRIPTION

1. What is the maximum number of beds available at the shelter? 30-Beds

2. Describe the location of and services provided at the shelter facility:

**Morongo Basin Unity Home's emergency shelter is located in the rural desert community of Joshua Tree (the exact location protected by law due to confidentiality and is on file with the County of San Bernardino Department of Economic and Community Development). The shelter facility is a large 6-bedroom, 3-bathroom (3 bedrooms and 1 bathroom are handicap accessible) it has a large kitchen and dinning room and children's group/classroom along with living room and separate office homelike facility. The shelter is on a large city lot of approximately one acre.**

3. How long has the agency's shelter program existed? 20 years

### C. OUTREACH CENTER DESCRIPTION

1. Describe your agency's outreach/drop-in center (including location):

Morongo Basin Unity Home presently maintains two Outreach Centers 61738 29 Palms Hwy in Joshua Tree and 1406 Bailey Rd Suite "A" in Needles. The Joshua Tree Outreach Center is located on the main street going through the Morongo Basin it is centrally located in the basin so to be accessible to victims from the entire basin. Unity Home rents the facility, which consists of three separate small buildings that are utilized for group rooms and children's room. The Needles facility is also rented it is centrally located in the town of Needles across the street from the hospital and close to the Cal WORKs office. It consists of one group room and two counseling offices.

2. Describe the services provided at outreach/drop-in center:

#### Morongo Basin Unity Home's Joshua Tree Outreach Center offers the following services:

Joshua Tree Outreach	Monday	Tuesday	Wednesday	Thursday	Friday
Individual DV Counseling	8am – 5pm	8am - 5pm	8am - 5pm	8am - 5pm	8am - 5pm
DV Assessments	8am – 5pm	8am - 5pm	8am - 5pm	8am - 5pm	8am - 5pm
Legal Advocacy & Court Support	8am – 5pm	8am - 5pm	8am - 5pm	8am - 5pm	8am - 5pm
Substance Abuse Groups	10 - 11 am	1:30 - 3:30	10 - 11 am 7 - 9 pm	1 - 2 pm	10 - 11 am
Parenting Classes	6 - 8 pm			6 - 7:30pm	
Parent Support Group	12:30-2:30				
Domestic Violence Support Group		6-7:30 pm			12:30 - 2:30
Independent Living Group	4 - 5:30 pm				
Self Esteem		10:30-12:30			
Children's Group		1:30-3:30 pm			
Anger Management for DV Victims			12:30-2:30		
Teen Group				4 - 6 pm	

Childcare is provided during all Groups

Supervised Visitation on Saturdays from 10 am – 2 pm

#### Morongo Basin Unity Home's Needles Outreach Center offers the following services:

Needles Outreach	Monday	Tuesday	Wednesday	Thursday	Friday
Individual DV Counseling	8am - 5pm	8am - 5pm	8am - 5pm	8am - 5pm	8am - 5pm
DV Assessments	8am - 5pm	8am - 5pm	8am - 5pm	8am - 5pm	8am - 5pm
Legal Advocacy & Court Support	8am - 5pm	8am - 5pm	8am - 5pm	8am - 5pm	8am - 5pm
DV Support Group					10 -11:30am
Assertiveness Group		10 -11:30am			
Parenting Classes	6-7:30pm				12 -1:30pm

3. Please indicate hours of operation for your agency's outreach/drop-in center on the chart below:

Day of the Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Joshua Tree	Closed	8am-5pm	8am-7:30pm	8am-5pm	8am-7:30pm	8am-5pm	*10am-2pm
Needles	Closed	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	Closed

\*Supervised Visitation Only


#### D. PROGRAM SERVICES AND SERVICE DELIVERY TARGETS

1. Indicate the number of adults and children you will be able to serve in the shelter during the contract year.  
 Adults 115 Children 144
2. Project the number of hours clients will receive in services during a contract year.  
 Client hours 9,450 Shelter Hours 102,600
3. Which of the following services will be provided to victims of Domestic Violence during the contract year? (Provide a detailed description of these services )
  - a. Intake and admission to the shelter on a 7 day per week, 24 hours per day basis.  
☒ Yes ☐ No

Describe:

**Intake and admission into Unity Home's emergency domestic violence shelter is accomplished through the crisis line; outreach centers; CalWORKs Case Managers and Law Enforcement 24-hours a day, 365 days a year.**

- b. A crisis hotline 7 days per week, 24 hours per day. Identify if program staff or trained volunteers will operate the crisis hotline?  
☒ Yes ☐ No

Describe:

**Trained volunteers and staff answer Unity Home's crisis line and provide immediate assistance to victims of domestic violence. The crisis line is answered at the emergency shelter facility; English and Spanish speaking domestic violence counselors are available.**

- c. Temporary housing and food facilities.  
☒ Yes ☐ No

Describe:

**Unity Home's emergency; shelter is a 30-bed facility where women and their children who are victims of domestic violence may stay up to 45-days. While in shelter victims and their children receive 3 meals and 2 snacks daily.**

- d. Psychological support and peer counseling.

☒ Yes

☐ No

Describe:

**Unity Home offers peer and professional individual counseling along with peer support groups in shelter and through Unity Home's Outreach Centers.**

- e. Ensure school aged children continue their education during their stay in the shelter as required by the Education Code by making arrangements with schools, providing lunches and transportation as necessary, or taking other actions as required.

☒ Yes

☐ No

Describe:

A teacher is provided by the Morongo Unified School District to Unity Home's emergency shelter during the school year for school aged children. Mothers have the option of having their children schooled at the shelter facility or enrolling them in local schools within the district. Unity Home's Children's Program assist pre-school children while their mothers are in groups. Mothers are also given information on the local head start programs.

- f. Emergency transportation to the shelter and when appropriate, make arrangements with local enforcement agencies for assistance in providing such transportation.

☒ Yes

☐ No

Describe:

**Unity Home provides emergency transportation 24-hours a day 7-days a week into shelter from a safe predetermined location. Emergency transportation is also provided by Unity Home through its Domestic Abuse Response Team, which works closely with Law Enforcement and local hospitals. Emergency transportation can be arranged though collaborations with other domestic violence shelters to transport clients in their area to another shelter who has room and is safe for the victim.**

- g. Refer residents to existing services in the community as appropriate, and follow-up on the outcome of such referrals.

☒ Yes

☐ No

Describe:

**Unity Home staff refer clients to various agencies within the community (i.e. CalWORKs; Child Protective Services; Court; Law Enforcement etc.). Staff will advocate on behalf of clients with agencies to assist them in receiving information and services. Confidentiality agreements are utilized to accomplish follow-ups and advocacy.**

- h. Outreach/drop-in center to assist victims of domestic violence who have not yet made the decision to leave their homes, or who have found other shelter but who have a need for support services.

X \_\_\_\_\_ Yes

\_\_\_\_\_ No

Describe:

**Unity Home presently maintains two Outreach Centers one in the Morongo Basin and one in Needles. Various services are offered at each location including Individual and Group Peer Counseling; Legal advocacy and Court Support; along with crisis counseling.**

## **E. OTHER DOMESTIC VIOLENCE SERVICES**

1. Will the following services, to the extent possible and in conjunction with existing community resources, be provided or arranged for during the contract year? (Please explain any "No" answers)

a. Medical Care. X \_\_\_\_\_ Yes \_\_\_\_\_ No

b. Legal Assistance. X \_\_\_\_\_ Yes \_\_\_\_\_ No

c. Psychological Support. X \_\_\_\_\_ Yes \_\_\_\_\_ No

d. Information regarding re-education, marriage and family counseling, job counseling and training programs, housing referrals and other available social services.  
X \_\_\_\_\_ Yes \_\_\_\_\_ No

Describe (if "No"):

2. What criteria will victims of Domestic Violence be required to meet in order to be eligible for program services? Include criteria for both children and adults.

**Must be a victim of domestic violence. Services provided through Unity Home are available to all women and their children (regardless of age or sex of children), who have experienced physical abuse; sexual abuse; psychological abuse; economic abuse; stalking; isolation and or threats or other types of coercive behaviors considered domestic violence.**

3. Specify conditions under which victims of Domestic Violence who otherwise appear to meet the criteria listed in #2 above may be refused services.

**Any applicant appearing to meet the above criteria may be refused services due to the following:  
1) Breaking shelter or client confidentiality and 2) Refusing to follow the shelter guidelines.**

4. List all fees, assessments and all other cost, charges or expenses victims of Domestic Violence will be expected to pay to the program during their stay in the shelter.

**Unity Home does not charge a fee to stay in shelter. Clients are asked to reimburse the shelter for monies borrowed from the shelter for long distance phone calls; laundry and other personal expenses (i.e. bus fare; medication; etc.).**

5. Provide information on the number of volunteers to be recruited and utilized in the program and the number of volunteer hours of service you expect to have donated to the program during the Contract year. Describe duties which volunteers will be assigned.

**Unity Home utilizes volunteers that are trained under the State of California's mandate for training domestic violence advocates and volunteers (Evidence Code 1037.1). Unity Home's volunteers are involved in direct client services; shelter maintenance; fundraising; public relations etc. Unity Home will utilize an estimated 25 volunteers to provide an estimated 2000 hours of donated services.**

6. What other services not previously described will be provided as a part of the Domestic Violence Program?

**Transitional Housing Program; Supervised Visitation Program; Substance Abuse Program; DART Program.**

**MORONGO BASIN UNITY HOME, INC.**  
**DOMESTIC VIOLENCE SHELTER PROGRAM BUDGET**  
**July 1, 2003 – June 30, 2004**

**I. PROGRAM COSTS**

List only those items of cost which are chargeable, in whole or part, to the program

**A. Salaries and Benefits**

(1)

(2)

(3)

<b>COST ITEM</b>	<b>TOTAL COST TO THE ORGANIZATION</b>	<b>% OF TOTAL COST CHARGED TO GRANT</b>	<b>COST CHARGED TO GRANT</b>
1. Job Title: Executive Director			
Salary:	59,973	37%	22,153
Benefits:	12,716	37%	4,705
2. Job Title: Associate Director			
Salary:	52,249	1%	522
Benefits:	11,840	1%	119
3. Job Title: Fiscal			
Salary:	21,840	34%	7,426
Benefits:	4,932	34%	1,677
4. Job Title:			
Salary:			
Benefits:			
5. Job Title:			
Salary:			
Benefits:			
<b>SUBTOTALS</b>	163,450		36,602

**B. Operational Costs**

(1)

(2)

(3)

(4)

<b>COST ITEM</b>	<b>TOTAL COST TO THE ORGANIZATION</b>	<b>% OF TOTAL COST CHARGED TO GRANT</b>	<b>COST CHARGED TO GRANT</b>
1. Insurance	13,000	3%	420
2. Audit	3,975		
3. Space Rent	26,400		
4. Utilities	13,744	1%	100
5. Groceries	12,000	13%	1,554
6. Travel	15,000	12%	1,750
7. Security	1,380	5%	74
8. Program Supplies	5,427		
9. Printing	1,000		
10. Postage	1,428		
11.			
12.			
13. SUBTOTALS	93,354		3,898
14. SUBTOTALS, (A) above	163,450		36,602
15. TOTALS	256,804		40,500

## II INCOME TO SUPPORT THE PROGRAM

List cash income to the organization which is allocated in whole or part to support the proposed program

(1) SOURCE OF INCOME	(2) TOTAL RECEIVED BY ORGANIZATION	(3) PERCENT TO THE PROGRAM	(4) AMOUNT TO PROGRAM
1 Other Revenue	\$24,418.80	100%	\$24,418
2 Program Client Fees	16,647	100%	\$16,647
3 CalWORKs	180,000	100%	\$180,000
4 CDBG	26,500	100%	26,500
5 DHS	195,200	100%	195,200
6 FEMA	22,513	100%	22,513
7 Presley	40,500	100%	40,500
8 PSSF	126,000	100%	126,000
8 OCJP	186,976	100%	186,976
Total *	\$818,754.80		\$818,754

## III CASH/IN-KIND TO MEET REQUIRED MATCH

List all cash/in-kind income which will be used to provide the required 10% match.

Attach an explanation of how the value of each in-kind item was determined.

(1) SOURCE OF CASH INCOME	(2) AMOUNT NON-GOVERNMENTAL
1 United Way	\$14,346
2	
3	
4	
5	
6 TOTAL	\$14,346

(3) SOURCE OF IN-KIND (NON-CASH) INCOME	(4) VALUE
1	\$
2	
3	
4	
5	
6 TOTAL	\$



